

SUPPORT SPECIALIST 2 BEAVERTON CITY LIBRARY

SALARY RANGE: \$16.72 - \$22.40 per hour

CLOSING DATE: June 24, 2011

ABOUT THE JOB: A Support Specialist 2 provides overall staff support and a variety of fiscal services utilizing specialized program knowledge. This position is in the Beaverton City Library and supports the Director and staff.

ESSENTIAL FUNCTIONS OF THE JOB:

- Coordinate program components including meeting with and/or coordinating various groups to explain processes and procedures;
- Provide a variety of fiscal services such as accounts payable, accounts receivable, budget monitoring, payroll timekeeping, purchase orders, and maintaining inventory;
- Prepare and distribute materials, process and distribute mail;
- Take minutes at staff, committee or other meetings as required;
- Draft, format and produce word-processed documents, proofread and edit material;
- Maintain schedules and calendars, provide clerical assistance to the Director and staff;
- Maintain department internal/external website;
- Handle confidential and sensitive information;
- Provide excellent internal and external customer service, provide information on City and department policies and procedures, calm and diffuse confused or irate customers;
- Support and respect diversity in the workplace.

TO QUALIFY: Requires a high school diploma or GED and three years of general office experience or an equivalent combination of education and experience.

Requires strong knowledge of Microsoft Office Suite applications such as PowerPoint, mail merge, and Excel; excellent customer service skills; and ability to establish and maintain effective working relationships.

Requires a valid driver's license and the ability to meet the City's driving standards.

HOW TO APPLY: All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive, Beaverton, OR 97076. Applications may be completed on our website at www.beavertonoregon.gov. Closing Date: June 24, 2011.